

General Plan Amendment Initial Consultation Meeting		
EFFECTIVE 9/15/2013	FEES*	INITIAL DEPOSIT*
PDS PLANNING	\$4,371	\$1,505
ENVIRONMENTAL		
PDS REVIEW TEAMS		
STORMWATER		
DEH	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE ( <i>not included in total</i> )	None	
<b>FEE \$4,371</b> <b>OR</b> <b>INITIAL DEPOSIT \$1,505**</b>		

\* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

\*\* For applicants opting to pay the standard Initial Consultation meeting deposit in lieu of the General Plan Amendment Initial Consultation Meeting fixed fee.

**PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.**

#### **PART A:**

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Plot Plan
- [126 Acknowledgement of Filing Fees and Deposits](#) (see Note #1)
- [320 Evidence of Legal Parcel](#) (and any deeds)
- [326 General Plan Amendment Initial Consultation Meeting Request](#)
- [346S Supplemental Application](#)

#### **PART B:**

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Plot Plan: **Five (5) hard copies.**
- [346 Discretionary Permit Application](#): **One (1) hard copy.**
- [346S Supplemental Application](#): **One (1) hard copy.**

#### **PART C:**

All items below are informational only and not to be submitted.

- [090 Typical Plot Plan](#)
- [209 Defense and Indemnification Agreement FAQs](#)
- [259 General Plan Amendment Request Procedure](#)
- [906 Signature Requirements](#)
- [Policy I-63: General Plan Amendment and Zoning Guidance Policy](#)

Submittal Appointments are no longer required.  
**Check-in at the main PDS counter no later than 3:30 p.m.**  
Submittal package MUST BE complete.

**NOTES:**

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcountry.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Plot plans (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
5. Applicant must provide at least Five (5) hard copies of necessary plot plans for the General Plan Amendment Initial Consultation Meeting.
6. Detailed project description along with a conceptual plot plan required.
7. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.